

DATE: July 5, 2006

REQUEST FOR PROPOSAL

SUBMIT APPLICATION TO:

**City of Taylorsville
2600 West Taylorsville Blvd
Taylorsville, UT 84118
Attention: Kathy Ricci**

The City of Taylorsville will accept proposals for a Housing Rehabilitation Program for homeowners in the City of Taylorsville. Proposals will be accepted until 4:30 PM on Friday, July 21, 2006 at the Taylorsville City Offices, 2600 West Taylorsville Blvd., Taylorsville, UT 84118

Proposals will be evaluated and the firm whose proposal is the most advantageous to the City of Taylorsville and the CDBG Program will be selected.

The City of Taylorsville is an equal opportunity agency that does not discriminate against any person because of race, color, age, sex, national origin, handicap or familial status. The City solicits and encourages Minority Business Enterprise (MBE) and Women Business Enterprise (WBE).

I. GENERAL

Purpose of this RFP

The City of Taylorsville (herein referred to as the "City") is requesting proposals from qualified vendors for the administration of a homeowner rehabilitation program within the City limits. This program will make loans up to \$15,000 to low-income families so they may make home improvements to their properties. Project delivery costs related to the loan processing, closing, and construction monitoring and close out will be paid for each loan processed, closed and construction monitored. The applicant will propose a fee structure and provide a detailed budget.

Subject to the availability of funding, if the agency selected for the home improvement program meets the production and compliance schedule the contract may be renewed each year up to three years.

The Respondent

The respondent must be thoroughly familiar with the CDBG Program; it's regulations and requirements as it relates to the area of home improvements.

APPLICANT INFORMATION

COMPANY NAME _____

NAME (Please Print) _____

SIGNATURE _____

PHONE NUMBER _____

FAXED APPLICATIONS WILL NOT BE ACCEPTED

REQUEST FOR PROPOSALS HOME IMPROVEMENTS PROGRAM

FACTOR 1: CAPACITY OF ORGANIZATION (500 points possible)

- a. Describe Capacity of the Organization to fully implement the program. Describe organization's experience with the program or similar programs. Provide resumes for those who will be administering the program. (100 points possible)
- b. Provide a detailed Marketing plan. Include in the marketing plan a description of previous marketing efforts, and out reach strategies. (200 points possible)
- c. Provide a detailed description of how the program will operate from beginning to completion and who bears what responsibility in implementation. (100 points)
- d. Describe experience with CDBG, and HOME programs (50 points possible)
- e. Describe construction experience (25 points possible)
- f. Describe how the program will be in compliance with the Lead Based Paint requirements. (25 points possible)

FACTOR 2: BUDGET (200 Points Possible)

- a. Provide a detailed budget (administrative and project costs)
- b. List any other sources of funding for the program